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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

RECORDS MANAGEMENT DIVISION

12/10

TO : Chief, Records System Branch
Records Management Division/MS

DATE: 21 July 1954

25X1 THRU : Comptroller

FROM : Area Records Officer, Office of the Comptroller

SUBJECT: Change in Custodianship of Vital Material

25X1A6A

1. Reference is made to your memorandum dated 9 June 1954 to the Services Officer in which a request was made that custodianship of Agency Regulatory Issuances and Agency and Non-Agency forms used in CIA be transferred from the Office of the Comptroller to the Management Staff.

2. It was noted from the June 1954 quarterly report of Vital Materials that one Agency Regulatory Issuance, Records Management Program Guide deposited in September 1953, is still filed with the Office of the Comptroller records.

3. It is requested that custodianship of the Records Management Program Guide be transferred to the Management Staff. Concurrence for this transfer was furnished by the Comptroller on 10 June 1954.

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